

RMS – Agency Website Linking Job Aid

Now that PeopleAdmin 7 is live, you should update any links found on your particular agency website to go directly to your posted jobs in PeopleAdmin 7. Any old links on your agency website that directed candidates to the PeopleAdmin 5.8 hub site **should be updated** – examples of old links:

https://jobs.agencies.virginia.gov/applicants/jsp/shared/Welcome_css.jsp
<http://jobs.virginia.gov>

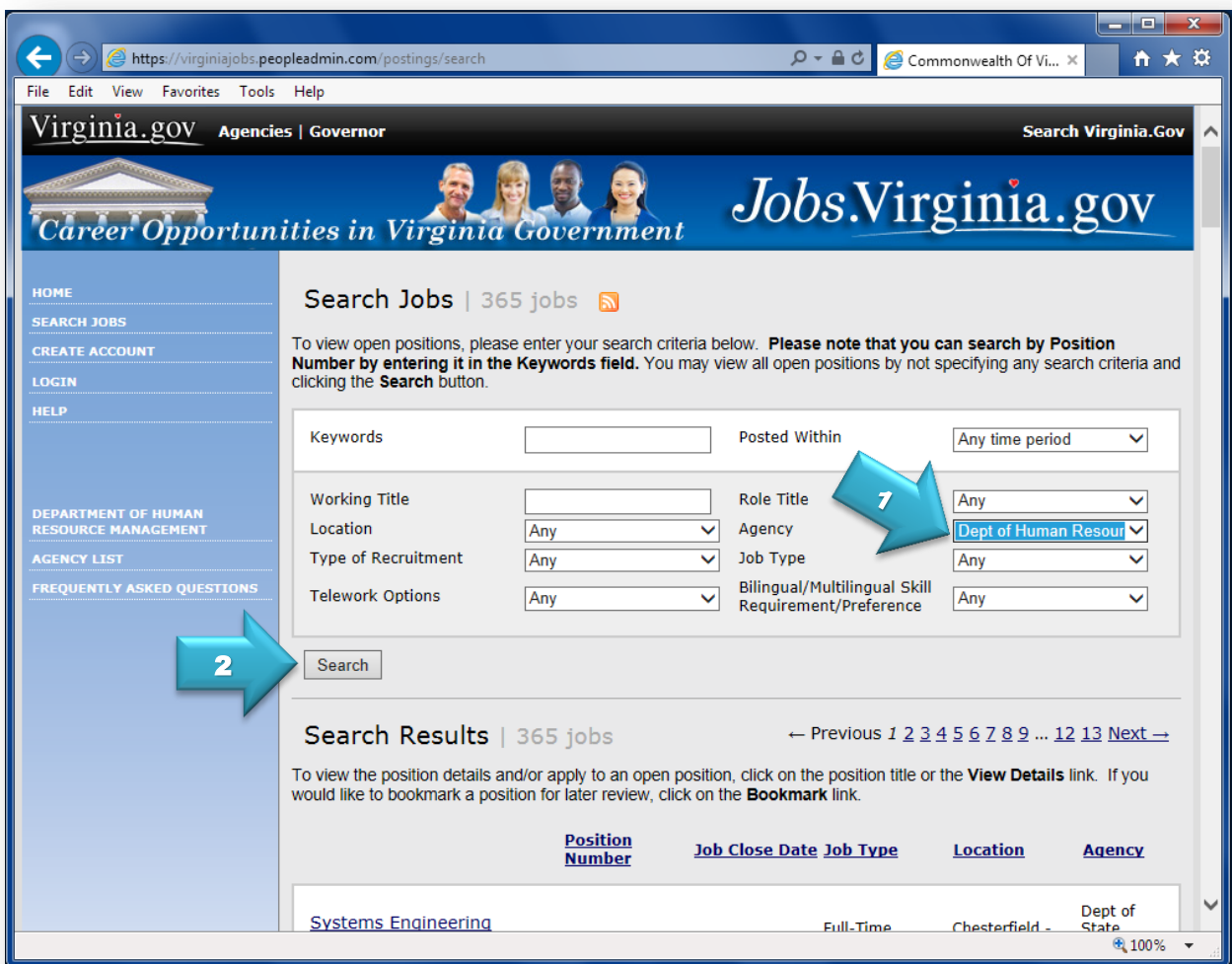
These links will send candidates to the hub site - this will require extra work and clicks from candidates to apply to your agency's posted jobs. The hub site also only refreshes each night and you can direct your candidates to your **most current postings** by sending them to the updated PeopleAdmin 7 site.

How to find the PeopleAdmin 7 Agency Job Search URL

To find the link (URL) to provide to your agency website support staff, go to the applicant search view:

<https://virginiajobs.peopleadmin.com/postings/search>

1. Select YOUR agency from the "Agency" drop down menu
2. Select the "Search" button and confirm you are seeing your agency's posted jobs in the "Search Results" section below the "Search Jobs" settings.

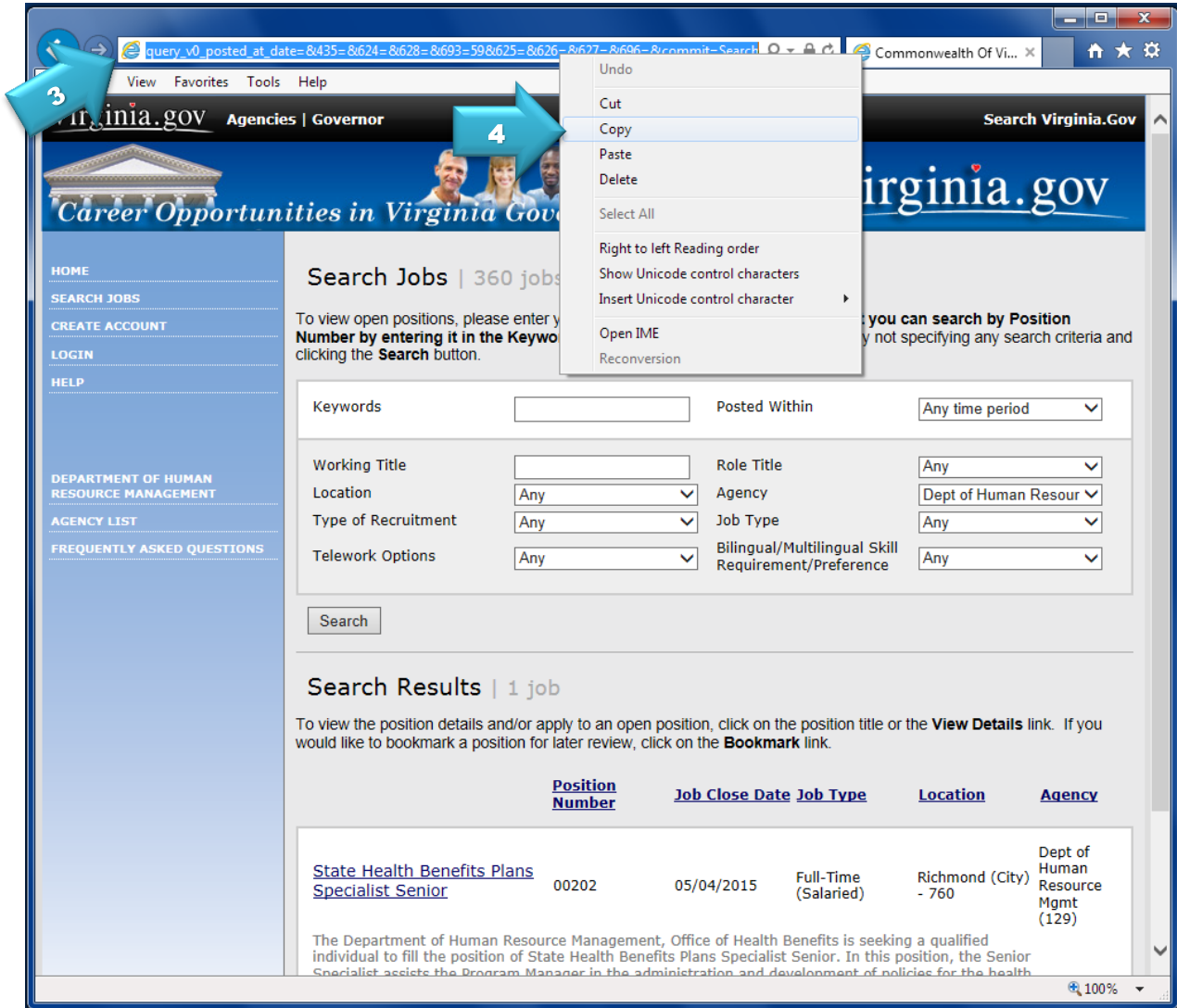


The screenshot shows the Virginia.gov Jobs search interface. A blue sidebar on the left contains navigation links: HOME, SEARCH JOBS, CREATE ACCOUNT, LOGIN, HELP, DEPARTMENT OF HUMAN RESOURCE MANAGEMENT, AGENCY LIST, and FREQUENTLY ASKED QUESTIONS. The main content area is titled "Search Jobs | 365 jobs". Below this, a search criteria form is displayed with fields for Keywords, Posted Within, Working Title, Role Title, Location, Agency, Type of Recruitment, Job Type, Telework Options, and Bilingual/Multilingual Skill Requirement/Preference. A blue arrow labeled "2" points to the "Search" button. Another blue arrow labeled "7" points to the "Agency" dropdown menu, which is currently set to "Dept of Human Resources". Below the search form, the "Search Results | 365 jobs" section is visible, showing a table of job listings with columns for Position Number, Job Close Date, Job Type, Location, and Agency. The first listing is "Systems Engineering" at "Full-Time" in "Chesterfield" by the "Dept of State".

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3. Then select the URL from the browser address bar (make sure to select the ENTIRE URL, they are long).
4. Right click with your mouse (or use the shortcut keys: Ctrl + C) and copy the URL to the clipboard.

Paste the URL into an email and send this to your website support staff. Remember to test the URL and make sure it works. Once your website is updated, candidates who come to your particular agency website will be directed to your most current set of posted jobs!



The screenshot shows the Virginia.gov Career Opportunities page. A blue arrow labeled '3' points to the browser address bar, which contains a long URL. A second blue arrow labeled '4' points to a right-click context menu that is open over the address bar, with the 'Copy' option highlighted. The page itself features a search bar, a sidebar with navigation links, and a search results section showing one job listing: 'State Health Benefits Plans Specialist Senior'.

Search Results | 1 job

To view the position details and/or apply to an open position, click on the position title or the **View Details** link. If you would like to bookmark a position for later review, click on the **Bookmark** link.

Position Number	Job Close Date	Job Type	Location	Agency
State Health Benefits Plans Specialist Senior	00202	05/04/2015	Full-Time (Salaried)	Richmond (City) - 760

Dept of Human Resource Mgmt (129)

The Department of Human Resource Management, Office of Health Benefits is seeking a qualified individual to fill the position of State Health Benefits Plans Specialist Senior. In this position, the Senior Specialist assists the Program Manager in the administration and development of policies for the health